

**CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes**

**October 06, 2016
3:00 p.m. - 5:00 p.m., CCCPLX-419**

PRESENT: Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra (DirInstRes&PIng), Jolena Grande (AcSen), Bryan Seiling (AcSen), Tanya Washington for Amanda Aros (Assoc Students), Rod Lusch (CSEA), Donna Landis (CSEA), Tina Johannsen (UF)

ABSENT: Bob Simpson (Pres), Vacant Seat (Assoc Students), Vacant Seat (ADFAC), Darlene Fishman (DMA)

GUESTS: Marc Posner

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the September 15, 2016 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates on Dr. Simpson's behalf:

College

- A video of the 2nd Cypress College Guitar Jam will be posted in the next few weeks.
- Two personnel changes will occur; the Sports Information Marketing Representative position title will be appropriately modified to Sports Information Marketing Representative II. The College's EOPS Manager position will be revised to Interim Director, EOPS.
- The 2016-17 Full Time Faculty Prioritization process was completed on September 7, 2016. The following positions were identified as being of critical need: nursing instructor, accounting instructor, mortuary science program clinical coordinator, journalism instructor, physics instructor, veterans' counselor/coordinator, SEM counselor, management/marketing instructor, forensics coach, mathematics instructor, and photography instructor. The College is unaware of what the full time faculty hiring allocation will be for 2017-18. The following revisions were made to the list:
 - Position 11 (English Instructor) and position 13 (Photography Instructor) were swapped. This change was made because there will only be one full time photography instructor after retirements from the department.
 - Career Planning Center Counselor was moved up from position 22 to position 15. This change was made to ensure the College stays in alignment with the state's emphasis on career development and funding received to assist with the career efforts.

PAC unanimously voted to forward the recommended list to Dr. Simpson for review.

DCC

- DCC met on September 26. A consent agenda format was distributed which improved the efficiency of the meeting as it allowed the committee to vote for everything in mass.
- The proposed District Enrollment Management Committee was discussed. Guidelines and a description of the committee were created and will come back to DCC for further refinement. The suggested committee will be chaired by the Chancellor and act as an advisory committee that does not send items to DCC for voting.
- The FTES recalculation for 2015-16 was completed and the College's FTES was increased by 139. The College will need to discuss if it should revise its process for offering TBA classes as this has affected apportionment.
- There will not be a COLA increase for 2017-18.
- The College Measure J projects are moving forward. The SEM building design process is delayed by a month as we complete the construction manager at risk selection process. This will allow contractors to bid a fixed price ensuring no increase in cost and preventing the College from being liable for multiple contracts. Interviews to select a contractor will be held late October.
- The College will not pursue LEED certification for the new SEM building.
- The Environmental Impact Report is in its final stage.
- The College Promise Program is being discussed at District.
- Fullerton College will host a meeting to assist displaced ITT students on October 7.
- The Technology Coordinating Council Charter and Operating Procedures were approved.
- Revisions made to AP 3720 – Computer and Electronic Communication Systems were approved.
- IEPI Partnership Resource Team will visit to address enrollment management and district-wide planning and decision making.

Board Meeting

- The Board recognized the Cypress College, Fullerton College, and School of Continuing Education Employees of the Year.
- Sabbatical reports from Fullerton College and Cypress College were presented.
- The Board approved the transfer of funds to District's irrevocable trust for retiree benefits.
- Phil Dykstra presented the College scorecard data.
- The Board approved the Dual Enrollment agreement between Fullerton College and FJUHS. Santanu has meeting with AUHSD to discuss the possibility of the College having dual enrollment collaboration with them.
- The retirement of Cypress College Accounting Instructor, Jeanne Miller was announced.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

- The College is seeking participation from faculty and classified staff to join the Basic Skills Transformation Grant Software Evaluation Committee. This committee will review available software and determine which is best for the College to use.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

Planning & Budget Committee

- Karen's office will send an email on October 10 launching the 2016-17 Classified Prioritization process.

The following recommendations were presented for review:

- A recommendation from PBC for the items on the 2016-17 one time funding request list that have identified funding sources.

PAC unanimously supported the recommendation.

- A recommendation from PBC for a request for \$937 from the Fine Arts division. The funds will be used to replace equipment that was stolen in May 2016.

PAC unanimously supported the recommendation.

- A recommendation from PBC for a request for \$2,850 from the Physical Education division. The funds will be used to purchase baseballs and bats that are in compliance with new equipment regulations. The amount requested will cover baseline costs and is not representative of the entire inventory needed.

PAC unanimously supported the recommendation.

Facilities

- The College has placed an item on the October 11 Board Agenda to retain LPA's services for the Veterans Resource Center, Student Activities building, and the Veterans Bridge / Memorial Plaza. Karen spoke with a fundraising consultant who is interested in this project. The Chancellor and Vice Chancellor of Finance and Facilities support the use of District funds to start the building process of the Veterans Bridge / Memorial Plaza as the College continues to fundraise.
- Dr. Simpson received a request to name the campus theater. The request is being reviewed and the standard process for naming buildings will be followed.
- The College has not received approval to move forward with the LRC expansion.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

Accreditation

- Liana and Phil are continuing to complete the gap analysis. Standard I has been completed, Standard II is almost finished, and they will start on Standard III next week. Standard IV was sent to the Sub-Committee Chairs for review. The report will be sent to the campus in November 2016 for feedback and will be presented to the Board in January 2017. All accreditation materials need to be submitted to ACCJC for the site visit by July 15, 2017.

Colloquium

- Phil is requesting names of those who would like to attend Colloquium in Lake Arrowhead on April 6 – 7, 2017.

ACADEMIC SENATE REPORT

No report.

ASSOCIATED STUDENTS REPORT

Tanya provided the following updates on Amanda's behalf:

- The AS annual blood drive is this week.
- Donate a Day of Service occurred last week.
- Cypress College STEM students presented at the Tri-City Women's Conference on September 21.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod provided the following updates:

- CSEA's Leadership Development and Training Conference was held October 3-5 in Anaheim, CA.
- Rod will attend the CCLC Conference in November.
- Rod received his 10-year service pin from CSEA.

UNITED FACULTY REPORT

Tina provided the following updates:

- UF's first Representative Council meeting of 2016-17 was on September 28.
- The 2016-17 Representative Council has been official approved.
- Tina will attend the Community College Association Conference this weekend.

ADJUNCT FACULTY UNITED REPORT

No report.

DISTRICT MANAGERS ASSOCIATION REPORT

No report.

The meeting was adjourned at 4:23 p.m. The next PAC meeting will be on October 20, 2016.